To 13-11-2017

The Director General,

Drugs & Copyrights,

Drugs Control Administration,

Chuttugunta,

Guntur.

Subject: Joining report after availing earned leave

Ref: Earned leave application. Date: 02-11-2017

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Sir,

I V.B. Jaya prakash, Lab Technician, here by reporting to the drugs control laboratory on 13-11-2017 forenoon, after availing the five days earned leave on 06-11-2017 to 10-11-2017.

Thanking you,

Yours faithfully,

V.B. Jaya Prakash

Lab Technician.